

## Guidance for DVR Staff

### Transportation

November 9, 2004

Transportation can only be provided in conjunction with a primary service. The first test which must be met is whether a primary service is being provided.

- Is a primary service being provided?  
If yes, continue to plan for transportation  
If no, do not provide transportation

DVR can only provide transportation if the primary service being provided in conjunction with the transportation is creating additional travel costs for the consumer above and beyond normal day-to-day travel activities.

- Is the primary service creating additional travel costs for the consumer?  
If yes, continue to plan for transportation  
If no, do not provide transportation

If an educational grant is being provided by DVR, additional transportation cannot be provided. The following decision process is for determining the most appropriate method of providing transportation for circumstances other than in support of post-secondary training.

- Is the primary service requiring transportation a service other than post-secondary training?  
If yes, continue to plan for transportation  
If no, do not provide transportation

DVR can only pay for the transportation costs at the lowest rate which adequately meets the consumer's needs to participate in the primary service. The third test is to determine ***which of the following options is the least expensive way to meet the consumer's IPE needs.***

The following chart is intended to facilitate the process of locating the least expensive method to address the consumer's transportation needs. ***It is not a prioritized list. The top choices are not necessarily preferable to later choices. Also, please note, that what appears in the short term to be the least expensive method to meet the consumer's needs, may over the entire life of the IPE not be the least expensive method.***

Method	Is it available and feasible?	Is it reliable (available dates and times the consumer needs)?	Will it meet the consumer's needs?	What would it cost?
Public transportation Is it accessible (if necessary)?				
Taxi service				
Ride with friends, relatives, neighbors Consider reliability. If this option is selected as most appropriate, it allows specification of a flat fee or stipend, mileage reimbursement, and payment of driver time if appropriate.				
Car pool Consider reliability. If this option is selected as most appropriate, it allows specification of a flat fee or stipend, mileage reimbursement, and payment of driver time if appropriate. Fee should not exceed that paid by others in the car pool.				

Method	Is it available and feasible?	Is it reliable (available dates and times the consumer needs)?	Will it meet the consumer's needs?	What would it cost?
<b>Relocate family</b> If it is less expensive to relocate the primary residence than to provide transportation, that is an allowable alternative.				
<b>Maintain second residence</b> If it is less expensive to rent an apartment and maintain a second residence than to provide transportation, that is an allowable alternative. This includes the option of motel costs to reduce the number of commutes.				
<b>Mileage reimbursement for consumer's personal vehicle</b> Consider whether the consumer has the ability to pay routine maintenance and insurance costs for the personal vehicle.				
<b>Rental of a vehicle</b> <ul style="list-style-type: none"> <li>This is usually only appropriate for short term transportation needs.</li> </ul>				

Method	Is it available and feasible?	Is it reliable (available dates and times the consumer needs)?	Will it meet the consumer's needs?	What would it cost?
<p>Lease of a vehicle</p> <ul style="list-style-type: none"> <li>This is usually only appropriate for short term transportation needs.</li> </ul>				
<p>Purchase of a vehicle</p> <p>Factors to consider:</p> <ul style="list-style-type: none"> <li>Can the consumer take out a loan to pay a portion of the purchase cost?</li> <li>Will the consumer need to participate in credit counseling/repair?</li> <li>Will the consumer be able to routinely maintain the vehicle and pay for insurance?</li> <li>Will the income from the vocational objective allow the consumer to replace the vehicle when it is necessary to do so?</li> <li>Will the consumer need training to operate the vehicle?</li> <li>Will the consumer require modifications to the vehicle?</li> <li>Does the consumer have a valid driver's license? <b><i>DVR cannot pay for tickets, fines, or restitution needed to reinstate the driver's license.</i></b></li> <li>Have alternative sources of funding been considered (e.g. VA benefits, CIP/COP, IRWE, PASS, WisLoan)?</li> </ul>				

***After all alternatives are assessed, the least costly alternative which meets the consumer's needs (to participate in the IPE) determines the maximum amount DVR can pay toward transportation.***

***Consumer informed choice*** – Once this information has been shared with the consumer, including the maximum DVR participation toward transportation costs, ***the consumer can select whichever option the consumer feels is best provided it meets the consumer's IPE needs.***

If vehicle purchase is selected, the procedures contained in the following guidance should be followed:

[http://dwd.wisconsin.gov/dvr/ppg/procedures/vehicle\\_purchases\\_liens\\_100703.pdf](http://dwd.wisconsin.gov/dvr/ppg/procedures/vehicle_purchases_liens_100703.pdf)

Questions about this guidance should be directed to Mike Gilbert  
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